

## **Montana School Nutrition Programs**

### **Steps to Developing a School Food Safety Plan Based on the Process Approach to HACCP**

#### **Definition:**

HACCP (Hazard Analysis and Critical Control Points) is a preventive food safety program designed to control food safety hazards as food flows through a food service operation from receiving to serving. School districts are required have a School HACCP Plan.

#### **Food Service Director/Manager:**

- ✓ Attend an 8-hour ServSafe certification course. ServSafe is the National Restaurant Association's food safety education program. Contact your county MSU Extension agent, county sanitarian, Food Services of America (800) 829-4045, or Sysco (800) 755-3673 for classes that are scheduled in your area.
- ✓ Attend School HACCP training offered by the Montana Team Nutrition Program. These areas are covered during the training:
  - Identify and document your recipes and menu items according to the process approach:
    - Process #1 – No Cook
    - Process #2 – Same Day Service
    - Process #3 – Complex Preparation
  - Develop and implement Standard Operating Procedures that include:
    - Control measures and critical limits
    - Monitoring procedures
    - Corrective actions
  - Establish a Record Keeping System
- ✓ Standardize your recipes.
- ✓ Develop your School HACCP Plan. Review and revise your plan as needed until in place and then at least annually. Be sure to use the HACCP plan template found on our Web site. Contact your local sanitarian for additional guidance or to review your plan.
- ✓ Make an attempt to get two sanitation inspections per year. Maintain documentation of communication with your county sanitarian.

#### **All Food Service Staff:**

- ✓ Attend a 4-hour ServSafe education course.

#### **Resources:**

The National Food Service Management Institute (NSFMI) *USDA Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles* will help you implement a food safety program. This guidance, training information and other food safety resources are located on the Office of Public Instruction Web site: <http://www.opi.mt.gov/schoolfood/HACCP.html>.

For more information contact the Montana Team Nutrition Program at (406) 994-5641, or  
School Nutrition Programs at (406) 444-2501. December 2008